

ER: 6-2298

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MEMORANDUM FOR: General Counsel  
Director of Security  
Auditor-in-Chief  
Comptroller  
Chief, Logistics Office  
Chief, Medical Staff  
Chief, Project Administrative Planning Staff  
Chief, Management Staff

SUBJECT : Letter Efficiency Reports

REFERENCE : Memorandum from Assistant Director for Personnel  
to Deputy Director (Administration), dated 27 October  
1954 in re: "Letter Efficiency Reports"

1. The referenced memorandum, a copy of which is attached, has been received in this office as an adjunct of a recent staff study by the Assistant Director for Personnel regarding the morale of military personnel.

2. Colonel White has asked that it be brought to your attention for information and guidance in the execution of letter efficiency reports for any of the subject military personnel who may fall within your jurisdiction, either now or in the future.

  
Special Assistant to the  
Deputy Director (Administration)

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SA-DD/A?JAC:dlc (5 Nov 54)

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